

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: NY051 Date of Visit: 12/9/20

Contractor Personnel on Site:

- |                         |            |
|-------------------------|------------|
| 1. <u>Patrick Brown</u> | 3. <u></u> |
| 2. <u></u>              | 4. <u></u> |

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO's 10729-10730PMFQT, 10808-10809PMMO, 10874-10875PMSA
2. 11043PMM, 11066PMS, 10731FQT, 10732FQT, 10836PMQT
3. 10876-10877PMSA, 11067PMS
4. FILTERS, GATES, HEATERS, WALL PACKS, FENCE, PTAC, EXHAUST
5.

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12/9/20

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: SFC PATRIC HANLON Date: 12/9/20

Signed: 

E-Mail:

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### LIGHTING, OUTSIDE

 MECHANIC  
SIGNATURE:

DATE: 12/9/20

START TIME: 8am

FINISH TIME: 8:30am

SITE AND BLDG #: NY051-01

	WO# 10808	ASSET # 10066	
LOCATION/RM #:	11043	190917-294	
	11066	191907-293	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule and coordinate work with operating personnel.	✓		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect lighting contactor for pitting or arcing - report issues	✓		no pitting or arcing
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓		no evidence of overheating
3	Check for proper light operation.	✓		lights function properly
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		photo cells function properly
5	Inspect light pole and mounting devices for deficiencies.	✓		mounting is good
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.			no deficiencies noted

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### GATES

MECHANIC SIGNATURE:  DATE: 12/9/20

START TIME: 8:30am FINISH TIME: 9am

SITE AND BLDG #: NY051-01

WO# 10809

ASSET # 10069

LOCATION/RM #:

11043

190917-299

11066

190917- 297 190917-298

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Notify affected personnel before performing PM (alarmed or security entrances).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used PB Blaster garage door lubricant
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Inspect center gate support rollers and lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used white lithium grease
4	Clean roller track of any debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no debris
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are tight
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no obstructions
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	shrubs and trees are clear of Gates
8	Check hold open devices for proper operation. Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	top guard and wires are tight

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

**ACTIVITY AND BLDG #:** NY051-01

**MECHANIC  
SIGNATURE:**

**DATE:** 12/9/20











**LOCATION/RM #:**

**WO#** 11066

**ASSET #** 190917-292

**START TIME:** 9:30am

**FINISH TIME:** 10am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects, note needed repairs			no structural defects found
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket			lights function properly
3	Clean exterior with dry cloth.			units have been wiped down
4	For Exit lights check for proper arrow direction.			Arrow directions are proper
5	Make and/or recommend any needed repairs.			no repairs needed

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be perfomed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FENCES

SITE AND BLDG #: NY051-01MECHANIC  
SIGNATURE: DATE: 12/9/20LOCATION/RM #: \_\_\_\_\_ WO# 11066 ASSET # 190917-300START TIME: 10amFINISH TIME: 11am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	✓	✓	Post and corner Post are good
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	✓	✓	all are good
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	✓	✓	anchors are good
4	Report any damage to fence that would cause a security concern	✓	✓	no damage to cause security concerns
5	Inspect the bottom of the fence to ensure that there is not a gap larger than 2 inches under the fence.	✓	✓	gaps are less than inch and a half
6	Check the top guard and ensure that it is properly fastened (angled out) and the wires are tight.	✓	✓	wires are tight and top guard is out
7	Inspect all wire ties. Note any deficiencies	✓	✓	no deficiencies noted

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**